

## **JOB OPPORTUNITY**

**1/11//06 - 1/25/06**

**POSTING DATE**

### **JUVENILE COURT DEPARTMENT**

### **MASSACHUSETTS TRIAL COURT**

### **JOB DESCRIPTION AND QUALIFICATIONS FOR ADMINISTRATIVE ATTORNEY**

**ALL APPLICATIONS MUST BE RECEIVED BY: 1/25/06**

#### **POSITION SUMMARY:**

Position within an Administrative Office for a Trial Court Department responsible for providing legal research and specialized administrative support. Analyzes legal and administrative problems, writes memoranda, procedures and rules and provides assistance on drafting opinions and findings.

#### **MAJOR DUTIES:**

Prepares abstracts, memoranda, drafts rules and procedures, and administrative reports.

Researches legal questions.

Analyzes the impact of legislation, case law and other documents on court policy, operations and procedures.

Assists in the preparation of draft and final opinions.

Performs specialized legal and administrative functions.

Performs related duties as required.

#### **SUPERVISION RECEIVED:**

Receives general direction from the Chief Justice and the Court Administrator who evaluate work performance for professional soundness, conformity to policy, and achievement of objectives.

#### **POSITION REQUIREMENTS:**

Working knowledge of the Massachusetts judicial system and Massachusetts General Law.

Considerable knowledge of applicable court procedures.

Ability to deal effectively with attorneys, court officials, justices and the general public.

Ability to communicate effectively both orally and in writing.

Ability to analyze administrative problems and to develop feasible solutions.

Ability to work independently and take appropriate initiative to complete assigned tasks within allotted time frames.

Law degree from an accredited law school.

Member of the Massachusetts Bar.

Three years of legal experience with particular emphasis on matters within the jurisdiction of the Juvenile Court Department preferred.

**SALARY RANGE:** \$57,193.89 - \$85,987.75

Send resume **and** completed Massachusetts Trial Court **Application for Employment** to:

Honorable Martha P. Grace  
Chief Justice  
Administrative Office of the  
Juvenile Court Department  
3 Center Plaza, Suite 520  
Boston, MA 02108

Massachusetts Trial Court **Application for Employment** may be obtained at any courthouse.

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**